



Incident Report Module

The Incident Report module is a management tool designed to quickly collate information on an urgent situation, to respond promptly and effectively, assist in determining trends to prevent re-occurrences, improve security, meet compliance standards and help mitigate risk within your organization. Incidents are classified by type and sub-category, such as theft of personal or corporate property, break-ins, vandalism etc. These incidents are automatically time & date stamped along with the operator's name. Speed keys can be used to enter standard information quickly and provides the capacity to add up to 60 000 characters of freehand supplemental text to an incident report. Incidents may be investigated by multiple persons with each report isolated from the other, ensuring an objective investigation. Additional observations can be added to the same file number by the investigator(s), with a new date stamp each time. Each report can be «**locked**» after a predetermined time and can only be modified by authorization of a Supervisor. Unlimited supplemental data may be inserted into the file to support the reports for example Police and Fire department report numbers, photos, video clips, and audio clips as well as external text documents. Site-Secure's Incident Report module will manage incident tracking more effectively, allowing security personnel to spend less time on administration and more time spent on incident prevention.

Site-Secure - Site-Secure Software inc - Incident Reports

File View Tools Reports Help

Data entry view	Grid View	Tasks View	Trend Analysis
Report # ABC-0128	State		Date 15-10-2002
Author LARRY TOURVILLE	Region		Time 10 47
Directorate	Sector Security		Reported DD-MM-YYYY
Division	Branch Administration		Open
Team A	Buildings / Sites BUILDING C		Closed
Post	Buildings / Levels LEVEL 2		DOL # 51
Estimated Loss \$0	Area ROOM 121		
Subject TRAFFIC ACCIDENT	Area 2		
Sub-Category	Area 3		
Status Open			
Classification PROTECTED B			
Restricted <input type="checkbox"/>			

Delay for report editing has expired.

Attachments

ABC-0128-1.jpg

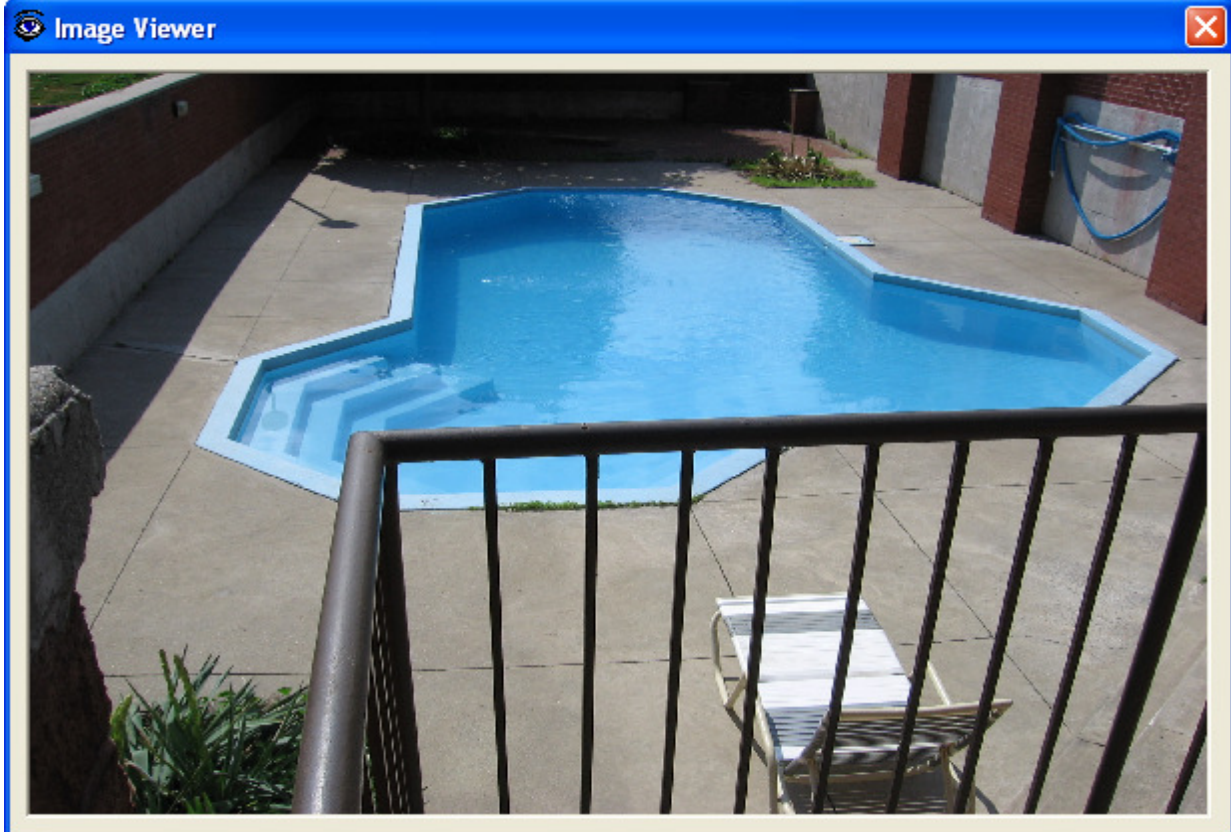
Attachment 1 of 3

Details | Additional Officers | People | Vehicles | Response Agencies | Tasks | Recommendations | UDF 1 | UDF 2 | Supervisor Comments

There was a car accident involving mr. Smith. His vehicle was leaving the main parking and was struck by an on coming truck. Mr Smith and his driver were not seriously injured. Attached are two photos. The first shows the damage to the vehicle, the second shows the entrance/exit of the parking lot (LARRY TOURVILLE 06/14/2005, 16:09)

5 of 1766

New Search Save Print Preview Distribute Spelling Exit



FEATURES

Instant notification of key personnel when incidents occur
Date-time, operator stamp of all data entries
Unlimited photos, video clips, audio clips and pdf files per report.
Multiple access levels limit access to authorized personnel
Senior authorization required to modify reports after file is «locked»
Crystal Reports can be used to generate and customize the look of your reports
Reports can be shared by multiple users
Invaluable tool to investigators
Import video from digital CCTV
Ability to customize screen captions (titles)
Ability to make certain fields visible / mandatory
Ensure corporate standards are followed for insurance and liability issues
Ease of use through user-defined menus
Ability to permit / restrict printing of photos by user
Incident Reports At a glance (Dashboard view)
Statistical view for quick analysis of incident types and where they are occurring
Cascading menus for localization information
Integration to employee list for quick retrieval of information
Task listing and assignments
Ability to make a report public across all user levels and partitions
Resend e-mail notification after x number of hours of incidents left open.
Visual prompt if person's name is found in other reports
Visual prompt if vehicle's plate is found in other reports
Templates for «To do» list / «Fill in the blanks» by type of incident
Audit log capability
Rules based Incident Reporting

SITE-SECURE AT A GLANCE

Incident Reports at a glance
✖

Statistic	Today	Week	Month	Year	Total
Open	0	0	0	15	657
In Progress	0	0	0	0	545
Closed	0	0	0	7	556
Web Form	0	0	0	9	46
Duration of investigation (days)	0	0	0	153	179
Investigations Count	0	0	1	3	9
Investigation resource usage (hrs)	0	0	0	6	28

Total Records:

Matching Records:

Type of Report

- Entries
- Abbreviated
- Loss by Buildings / Sites
- Loss By Type
- Summary count by Buildings / Sites
- Summary count by time of day
- Summary count by day of week
- Summary count by day of month
- Summary count by month of year
- Summary count by year to date
- Additional Reports
- Custom Reports

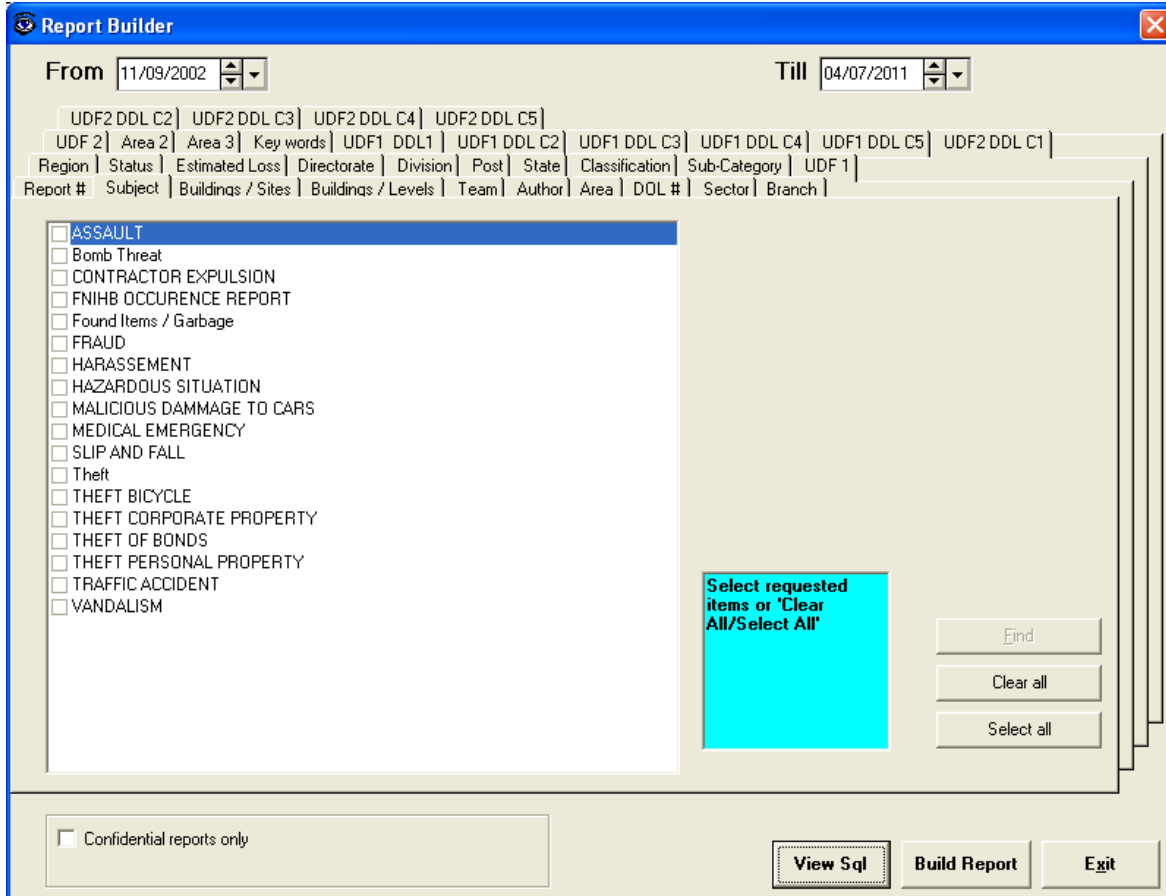
Top 5 lists

Duration of investigation			
DFD-MPO-2010-06-58	57	(days)	
DFD-MPO-2010-06-63	57		
Ddt-2009-04-09-12	26		
DFD-MPO-2010-07-66	25		
DFD-MPO-2010-07-67	14		
Investigation resource usage			
CMC-2006-04-27-304-88	10	(hrs)	
DFD-MPO-2010-06-65	5		
Ddt-2007-11-29-304-136	4		
ABC-0123	3		
ABC-0126	2		
Loss \$			
ABC-2003-45	\$2000.00		
CMC-2006-04-27-304-88	\$1500.00		
CMC-2005-12-10-B-2010	\$500.00		
CMC-2006-03-09-B-44	\$100.00		
CMC-2006-09-17-98	\$50.00		
Subject			
ASSAULT	124	Count	
FNIHB OCCURENCE REPORT	119		
Bomb Threat	112		
MEDICAL EMERGENCY	112		
CONTRACTOR EXPULSION	107		
Author			
LARRY TOURVILLE	179	Count	
FNIHB USER	107		
BRIAN GREEN	103		
KEITH CAPENTER	100		
KIOSK USER	98		

Query builder
All Entries
This year
This month
This week
Today's only

EXTENSIVE REPORT CAPABILITIES

With the Site-Secure Report Builder and over 50 standard templates, an almost infinite number of reports can be generated for data analysis and statistical reporting.



Also included are built-in «**QUICK REPORTS**» such as:

- ✓ Generate consolidated reports from numerous sources on same incident
- ✓ Share the report and attachments via e-mail
- ✓ Report incident trends
- ✓ Report statistics in bar chart or pie chart format
- ✓ Report hours per investigator/incident
- ✓ Total financial impact from theft and damage
- ✓ Monthly, annual summary statistical reports
- ✓ Automatic notification of reports to management
- ✓ Printing of photos as part of incident report (based on User access level)
- ✓ Filters on Open/Closed calls
- ✓ Custom Reports, custom queries.
- ✓ Multiple sort orders for report printing

WEB BASED REQUEST FORM

Web based incident report over the internet or intranet will assist investigators by having the individuals involved with the incident, directly report the incidents freeing up the investigators time. Site-Secure can improve the corporate image by reducing corporate losses, increasing awareness and decreasing the time it takes for incidents to get reported and investigated.

The screenshot shows a web browser window titled "Site-Secure -- Incident Report - Microsoft Internet Explorer". The address bar shows "http://SiteSecure/IncidentReport.aspx". The page header includes "Site-Secure", "Incident Report", "sysmgr", and language options "[English]" and "[Français]".

The main form contains the following fields:

- Report #:** TBD
- Date:** 2006, April, 22
- Time:** 15 : 16
- Province:** QUE
- Region:** North West
- Branch:** Administration
- Directorate:** HC Direct
- Division:** Security
- Sector:** Information
- Site:** BUILDING A
- Floor:** LEVEL 1
- Area:** 51
- Author:** LARRY_LAPTOP\sysmgr
- Unit:** Second unit
- Estimated Loss:** 5000
- Subject:** Demonstration
- Details:** During the demonstration, there were multiple acts of vandalism

At the bottom of the form are three buttons: "Save", "Clear", and "Exit". The browser status bar at the bottom shows "Done" and "Local intranet".